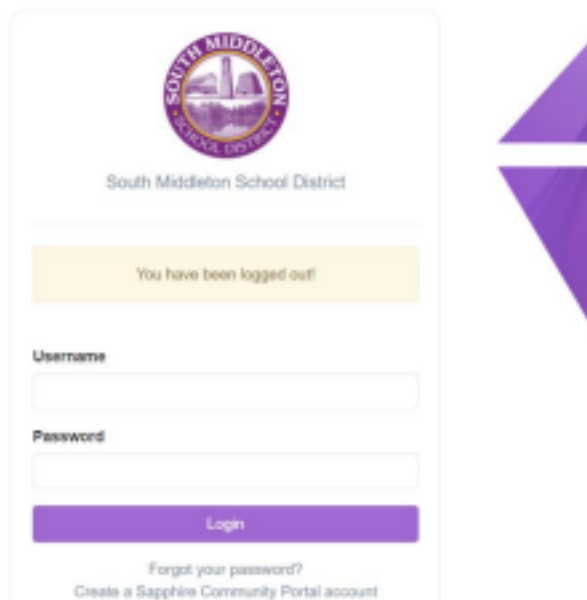
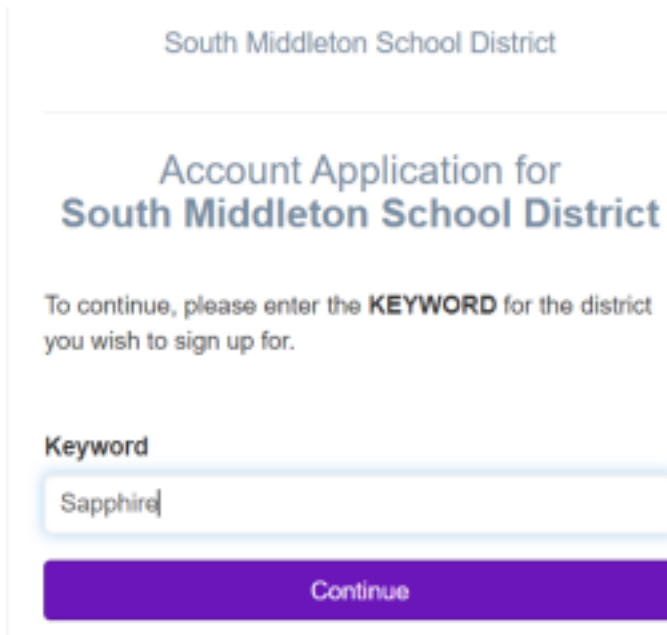


Creating a Sapphire Community Portal Account: (2023)

1. Navigate to the SMSD Homepage and select **Sapphire** (left hand side partway down the page). Select **Create a Web Portal Account**.



2. Enter Keyword "**Sapphire**". **Continue**



3. Read Agreement and click **I have read and agree to the above policies./Continue**.

Sapphire Community Portal User Agreement

Sapphire Community Web Portal User Agreement

The Sapphire Community Web Portal (Portal) is intended to provide a safe and secure environment for the South Middleton School District community to communicate easily and effectively with parents, students and school district employees in the Information age. The Portal is made available to all students, parents, and school district employees and will provide qualified users with a variety of services.

The smooth operation of the Portal relies in part on the proper conduct of the users who must adhere to strict guidelines administered by K12 Systems, Inc. and the South Middleton School District. The District's Acceptable Use Policy and the guidelines outlined below must be followed. Efficient, ethical, and legal utilization of the portal resources are required. Parents and students will adhere to the laws, policies, and rules governing the Portal including, but not limited to, the District's Acceptable Use Policy, copyright laws, rights of software publishers, license agreements, and student rights of privacy created by federal and state law, District rules, policies and agreements, and Internet service provider agreements.

In response for the privilege of accessing the South Middleton School District Community Web Portal, every parent/guardian is expected to act in a responsible, ethical and legal manner. **Parents are required to adhere to the following guidelines:**

Requirements:

1. Parents will not share their user identification, password(s) and Personal Identification Number (PIN) with anyone.
2. Parents will not attempt to harm or destroy data of their own children, of another user, or school or district network.
3. Parents will not use the Community Web Portal for any illegal activity, including the violation of state privacy laws.

☒ I have read and agree to the above policies

Continue

4. Fill out the form and **Save/Continue**.


Sapphire Community Portal Application

To gain access to your child's information through the Sapphire Community Web Portal, this form must be filled out and submitted electronically.

Family Contact Information

First Name: [*] <input type="text" value="ex: John"/>	Last Name: [*] <input type="text" value="ex: Smith"/>	Relation: [*] <input type="text" value="ex: Parent, Guardian, Custodian, Foster Parent"/>
Address 1: [*] <input type="text"/>		Address 2: <input type="text"/>
City: [*] <input type="text"/>	ZIP Code: [*] <input type="text"/>	State: [*] <input type="text" value="Pennsylvania"/>
Home Phone: [*] <input type="text" value="Enter number"/>	Cell Phone: <input type="text" value="Enter number"/>	Work Phone: <input type="text" value="Enter number"/>
Email: [*] <input type="text" value="Enter an email address"/>		

Children Information

First Name: [*] <input type="text"/>	 Add a Child
Last Name: [*] <input type="text"/>	
Date of Birth: [*] <input type="text" value="Select Date"/>	
Grade: [*] <input type="text"/>	
School: [*] <input type="text"/>	

Login Information

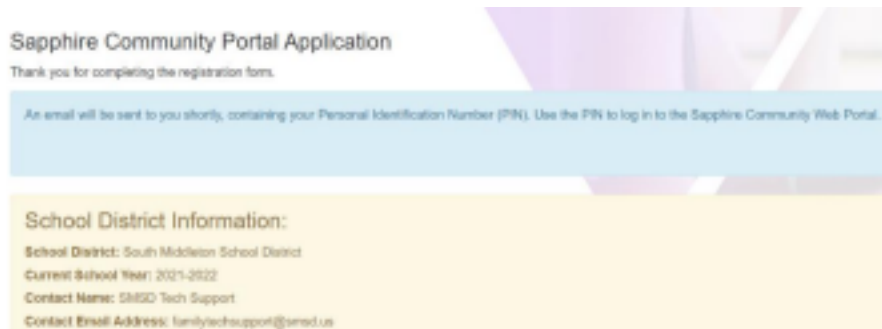
(You will be required to know your Username and Password to access to your child's information.)

Username: [*] <input type="text"/>	Password: [*] <input type="password"/>	Confirm Password: [*] <input type="password"/>
<small>*Password must meet the following requirements: - It must be at least 8 characters long - It must contain at least one uppercase letter, one lowercase letter, one number, and one special character</small>		
Sample Security Questions: <input type="text" value="Select a question"/>	Security Question: [*] <input type="text" value="Select question from list or create your own"/>	Security Answer: [*] <input type="text"/>

Please complete the form, then click Continue.

Continue

5. A confirmation message appears.



6. A confirmation email will be sent to you and your account will be reviewed and you will receive a response within 2 business days.

